



NATIONAL DRUG POLICY BOARD
Washington, D.C. 20530

Executive Registry

88-0426X

February 8, 1988



MEMO FOR THE HONORABLE WILLIAM H. WEBSTER
DIRECTOR, CENTRAL INTELLIGENCE AGENCY

FROM: DONALD IAN MACDONALD, M.D.
CHAIRPERSON, COORDINATING GROUP ON DRUG PREVENTION
AND HEALTH

SUBJECT: URINALYSIS COLLECTION CONTRACT

DHHS intends to issue a Request for Proposal for specimen collection services. DHHS believes that the resultant contract award(s), with uniform requirements and collection methods, will facilitate the startup of drug testing. Therefore, DHHS is offering to make this contract available for your agency's use. In order to do that, however, we believe that it will be necessary to enter into an interagency agreement pursuant to 31 U.S.C. Section 1535 ("Economy Act") requesting us to create such a vehicle. Accordingly, interagency agreements will be drafted with the participating agencies after we receive the responses to this memorandum.

The contract will require the development of systems for the collection of urine samples, assurance that chain of custody procedures are followed, and transportation of the samples to selected testing laboratories in accordance with guidelines promulgated by DHHS. Contract coverage is planned for the metropolitan areas (up to a 50-mile radius) of Washington, D.C. and the ten regional city headquarters identified in the attachment. Collections outside these areas will have to be addressed separately by each agency. We encourage the training of existing staff, as another assigned duty, for these collections and the Alcohol, Drug Abuse, and Mental Health Administration would be pleased to join in that training. We are prepared to discuss other options with you. Of course, you are not precluded from exploring other mechanisms to accomplish the collection service.

In addition, agencies will have to be prepared for cases such as accidents, where on-site collection is necessary outside the covered metropolitan areas. Again, we believe costs could be controlled through providing commissioned officers of the Public Health Service as a quick-response service and this is being explored with the Surgeon General. You are likewise free to examine other possibilities.

DDA/REGISTRY

FILE: 15-1

The contract is contemplated as a requirements type (i.e., filling all actual purchase requirements of designated Government activities for collection services during a specified contract period, with performance to be scheduled by placing orders with the contractor). We are planning for a 1-year contract to begin approximately June 1, 1988, with a 1-year option period. Under this contract arrangement, each participating Government agency would have one office designated as an ordering activity in the contract. Each ordering activity could then issue its own orders for collection services, obligating the necessary funds. Administration, including payment, of each order would be retained by the ordering activity. Please note that if you choose to use this contract vehicle, all your collection requirements in the metropolitan areas described in the attachment which are to be performed by non-Government sources must be ordered under this contract.

DHHS is currently preparing the solicitation. Before the solicitation can be completed, a realistic estimate of the collection services required under the contract for each participating agency is needed. This should include a sum total estimate for all types of testing authorized, (i.e., random, pre-employment/pre-appointment, reasonable suspicion/accident, followup for rehabilitation/abatement, and voluntary). To allow for more accurate pricing schedules, the estimate should be broken down by the geographic areas specified in the attached form.

DHHS plans to issue a solicitation by February 18. We are planning a meeting for February 12 of all Tier I and II Drug-Free Workplace Program Liaisons. If you intend to participate in the contract, please have your liaisons come to the meeting with the attached document completed and signed. At this meeting, we will also explore other options for collection as well as the Medical Review Officer function. Should you have any questions, please call Commander John Fenton on 301-443-6780; he is managing this project in the Office of Workplace Initiatives at the National Institute on Drug Abuse.



Donald Ian Macdonald, M.D.

Attachment

cc:

Drug-Free Workplace Liaisons

 AGENCY NAME

Estimated Total Number of
Specimens To Be Collected
(Within 10%)

<u>Metropolitan Area</u> ¹	<u>Site Location</u>	<u>Year One June '88-May '89</u>	<u>Option Year June '89-May '90</u>
Washington, D.C.			
Boston			
New York			
Philadelphia			
Atlanta			
Chicago			
Dallas			
Kansas City			
Denver			
San Francisco			
Seattle			

TOTALS

(These totals represent approximately % of our nationwide collection needs.)

¹Includes employees within a 50-mile radius of city limit.

NOTE: The following language should be used either on this form or as a transmittal to this form.

This represents our most realistic estimate of the number of urine collections necessary for the two-year period, June 1988 through May 1990. Should a requirements contract for collection services be awarded by DHHS, I request that (____ Agency ____) be designated an ordering activity in the contract.

 Name

 Date

 Title

 Phone Number

DATE

2/11/88

TRANSMITTAL SLIP

TO: ~~SUE~~

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ROOM NO.

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REMARKS:

Per , EXO/OMS;

STAT

Even though the Central Intelligence Agency has a drug program in place, it has been standard procedure in the past not to send a rep re the attached. We are "exempt" from this sort of thing.

Joyce
2/11/88

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO.

1 FEB 56

241

REPLACES FORM 36-8

WHICH MAY BE USED.

(47)

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Alcohol, Drug Abuse and
Mental Health Administration
Rockville MD 20857

MEMORANDUM

DATE: February 4, 1988

TO: Tier I and Tier II Agency Liaisons for a Drug-Free Federal Workplace

FROM: J. Michael Walsh, Ph.D., Chairman
Interagency Coordinating Group

SUBJECT: Drug-Free Workplace Implementation Meeting

A meeting has been scheduled in order to assist you in implementing your Agency's Drug-Free Workplace Plan. The meeting, as mentioned in the 2/1/88 Advisory Memorandum, will discuss implementation strategies, sharing of contracts, and networking agency resources. All Tier I and Tier II Primary Liaisons are invited, and we ask that another representative from your Agency attend the meeting if you are unable to do so. It is also advisable to bring your Agency's Contracts Officer as options for contracting will be discussed.

The meeting is scheduled for February 12, 1988 from 9:00 a.m. - 12:00 p.m. at the GSA Auditorium on 18th & F Street, N.W. The Auditorium is located on the first floor - main corridor.

The meeting is open only to Agency Primary Liaisons or their representatives, and Contracting Officers, so please respond with the names of your attendees to the Office of Workplace Initiatives (443-6780) by 12:00 noon February 11.

This meeting is part of the continuing attempt by the ICG to assist all Agencies in achieving the President's goal of a drug-free Federal workplace.



**DEPARTMENT OF
HEALTH & HUMAN SERVICES**

Public Health Service
Alcohol, Drug Abuse and Mental Health Administration
Rockville MD 20857 ADAMHA Rm. 10A-53

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HHS 396


Executive Assistant to Deputy
Director of Administration
Central Intelligence Agency
Washington, D.C. 20505